

I. POSITION IDENTITY

The incumbent, as a senior staff officer, is responsible for producing under the administrative direction of the Director of the Office, assessments and evaluation involving multi-disciplinary or technically complex in-depth research and analysis using all available and relevant sources to develop new hypotheses on critical collection, production and/or resource issues which are of unique interest to senior policymakers, DCI, D/ICS and DD/R&E. The work crosses traditional lines of responsibility within the Intelligence Community and requires considerable knowledge and understanding of the Community and how it functions. Because of the scope of REO projects, the incumbent performs not only independent research and analysis but also acts as an analytic coordinator for the work of other staff officers and analysts.

II. MAJOR DUTIES

50% A. Serves as a senior staff officer responsible for providing substantive and managerial support for major activities assigned to REO by the DCI, D/ICS and/or DD/R&E. In order to accomplish the respective tasks assigned, incumbent must maintain professional contacts with all elements of the Intelligence Community frequently dealing with senior-level management.

25% B. Plans, directs, coordinates, and consolidates his/her work with other analysts or experts in the production of assessments and evaluation of a multi-disciplinary or technically complex nature on critical issues of major interest to senior policymakers.

- 25% C. The senior staff officer is also responsible for developing initial Intelligence Community study approaches and terms of reference. Also serves as the focal point for Community coordination of various REO studies, and is responsible for facilitating this process.

Element 1 - Work Planning and Organization

- a. Provides substantive and managerial support to various Intelligence Community working groups and is responsible for developing initial Intelligence Community study approaches and terms of reference (TOR).
- b. Incumbent conducts research and analysis as well as acts as an analytic coordinator for the work of other staff officers and analyst.
- c. In coordination with REO management, incumbent establishes production and analytical milestones, both short-term and long-term.

Element 2 - Work Assignment and Review

- a. Incumbent is often called upon to manage and orchestrate the activities of working groups or other analysts. Incumbent's work is reviewed by REO management for quality, timeliness and conformance with initial instruction and the overall objectives of the task/study subject matters or disciplines. A mastery of intelligence research and analytical methodologies sufficient to conduct both collegial and independent research and analysis of a multi-disciplinary nature using all available and relevant sources to develop new theories on critical issues which are of major interest to policymakers.

Element 3 - Personnel Management Functions

- a. Incumbent has no formal management responsibilities, however, he/she is responsible for directing the administrative staff in the production of REO products.

Element 4 - Scope and Variety of Activities

- a. Because of the scope of REO projects, incumbent performs not only independent research and analysis but also acts as an analytic coordinator.
- b. In order to effectively accomplish the respective tasks assigned, incumbent must maintain professional contacts with all elements of the Intelligence Community, frequently dealing with senior-level management.

III. Supervision Exercised

No formal supervisory responsibilities

IV. EVALUATION FACTORS

A. Knowledge Required by the Position

- o Broad and comprehensive knowledge of the Intelligence Community and each of the individual component agencies and departments in order to effect a timely and efficient interface with other Intelligence Community elements.
- o Authoritative knowledge of a particular segment of a subject matter or discipline and an extensive knowledge of a broad spectrum of additional multiple subject matters or disciplines. A mastering of intelligence research and analytical methodologies sufficient to conduct research and analysis of a multi-disciplinary nature using all available and relevant sources to develop new theories on critical issues which are of major interest to policymakers.
- o Demonstrated leadership qualities sufficient to plan, direct, coordinate and consolidate the work of others.
- o Demonstrated analytical skills, and especially strong written and oral presentation skills are of paramount importance in order to effectively present substantive results.

B. Supervisory Controls

The incumbent is under the administrative supervision of the Director and Deputy Director, REO. Work assignments are made in terms of issues to be addressed. The incumbent has independent responsibility for planning and carrying out the project. Findings are considered to be authoritative and are approved by REO management or higher level. Review is in terms of fulfillment of the objectives. Results are evaluated in terms of relevance and importance to the US foreign intelligence effort.

C. Guidelines

- o Incumbent responds to broad guidelines from REO management or higher authority.
- o Since each project is different, specific guidelines are often lacking. The incumbent employs a high degree of imagination and creativity in assessing the appropriate methodology, in performing and leading--as appropriate--the research and analysis, and in documenting the findings.

D. Complexity

- o The work involves the systematic and critically intensive investigation of difficult intelligence questions of a multi-disciplinary or technically complex nature to determine new or complete knowledge about the subject. Projects involve the interpretation and evaluation of all available and relevant data. The data are often conflicting and may consist of unknown factors. The incumbent must adopt, extend and synthesize existing theory and develop new theories by applying his/her knowledge to the problem.

E. Scope and Effort

- o The work involves planning, developing, performing, and directing the analytical assessments and evaluation of issues which are of critical significance to the DCI and Intelligence Community.

F. Personal Contacts

- o There are regular contacts with all elements of the Intelligence Community and its components.
- o The contacts are to consult, advise and coordinate on highly significant and controversial issues. Incumbent is called upon to explain, justify and defend his/her conclusions to elements of the Community and senior level officials.

G. Physical Demands

- o The work is sedentary, however, because of stringent production, timeliness the pace of incumbents work is intellectually demanding and involves pressure/stress in meeting these obligations.

H. Work Environment

- o The work is generally performed in an office involving no unusual risks or discomforts. There are occasional TDY trips, both domestic and foreign.